

University of West Georgia
5-Star Online Course Review

Three copies must be completed: one by instructor, one by peer, and one by DDEC. All three must reach satisfy scoring requirements (at bottom) for course to be deemed exemplary. All standards with 3 possible points **MUST** be met.

1. Course Introduction and Information

Standard	Points	Check if met	Comments
1. The instructor provides a biography, photograph, and an appropriate self-introduction which presents the instructor as approachable and engaged.	3		
2. Students are encouraged to introduce themselves to the class.	1		
3. The course provides initial exercises to enable the student to become accustomed to the course management tool (ex: send instructor an email, reply to a discussion posting).	1		
4. Minimum technology requirements and prerequisite technology skills are clearly stated.	1		
5. The course syllabus is easily located, and provides complete and clear information pertaining to ALL of the following: course objectives, grading, instructor contact information, required materials, the nature of distance learning, and honesty policies ensuring the integrity of student work.	3		
6. The course calendar is available with assignments, test and other due dates.	3		
7. Instructions on how and where to receive technical assistance are readily visible and easy to understand.	3		
8. Information regarding other academic resources (library, tutoring, testing services, etc.) are clearly visible (syllabus and/or	3		

linked from main course page).			
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2. Learning Materials/Content

Standard	Points	Check if met	Comments
1. The course is complete (not under construction).	3		
2. Each course module includes clear learning objectives.	2		
3. Course content and materials are of sufficient breadth and depth.	2		
4. All external links are functional.	2		
5. Supplementary resources and links are available to students and are labeled as required or optional.	1		

3. Assessment and Evaluation

Standard	Points	Check if met	Comments
1. The course includes a formative evaluation, soliciting student feedback regarding course quality, at or prior to the mid-point of the course.	1		
2. The grading policy is clear.	3		
3. Performance standards, rubrics, or examples of quality assignments are provided.	2		
4. Self-check or practice tests/assignments (games, quizzes, written work) are provided to enable students to measure their own progress.	1		
5. The types of assessments are appropriate for the online learning environment and encourage academic honesty.	2		
6. Course materials and assessments are clearly related to the course	2		

learning objectives.			
7. Each activity and assignment is well-written, providing students with a clear understanding of what is expected and how they should submit their work.	2		
8. Activities and assignments are achievable, and minimize unnecessary or redundant “busy work.”	1		

4. Instructional Design & Interaction

Standard	Points	Check if met	Comments
1. The course is well-organized and easy to navigate.	3		
2. Course pages and materials are consistent in appearance and organization.	2		
3. Course materials and modules are presented in a logical progression.	3		
4. Course materials are divided into appropriate sections or chunks, with all or most sections containing assignments/exercises involving recall or application.	2		
5. Course materials appeal to multiple learning styles through the use of print, visuals, and real-life applications (when appropriate).	2		
6. Graphic elements load quickly and are legible.	2		
7. Course activities and assignments promote student-instructor interaction and student-content interaction. Student-to-student interaction is fostered when appropriate to the academic discipline.	2		
8. The instructor clearly states how often students are required to interact with one another and the instructor, the expected quality of such interactions, and how these	2		

interactions affect student grades.			
9. Course guidelines provide information as to the amount of time a student can expect a response from specific inquiries to the instructor.	2		
10. Course guidelines provide information as to when and how (email, discussion board, etc.) students will receive feedback on assignments, grades, and participation.	3		

5. Course Technology, Innovation and Accessibility

Standard	Possible Points	Check if met	Comments
1. Course technologies are readily and easily accessible.	3		
2. The course makes broad use of technology available within the course management system (WebCT).	1		
3. The course provides links to tools required for viewing course content (Acrobat Reader, QuickTime, etc.), and includes instructions for using such tools.	2		
4. Course content is enhanced as appropriate through audio and visual materials.	2		
5. Audio/video clips are short.	1		
6. The courses uses appropriate formatting (font, color, etc.) to maximize readability.	2		
7. The course can adapt learning materials and activities to meet the needs of students with disabilities.	2		
8. The course provides a statement telling students how to access ADA services on their campus.	3		

Total possible points: 81

For exemplary status:

_____ All standards with 3 points must be achieved.

_____ Total score must equal 68 or greater (85%).